

EmPower HR Employee Onboarding Checklist

Take the following steps to ensure smooth onboarding of all new employees:

- Schedule new hire orientation

- Prepare the following new hire documents:**
 - a. Form I-9
 - b. Form W-4
 - c. Confidentiality agreement
 - d. Emergency contact information
 - e. Benefit forms
 - f. Employee handbook
 - g. Offer letter and job description
 - h. Direct deposit form
 - i. Company organization chart
 - j. Phone list and office map
 - k. Safety instructions
 - l. Personnel action form
 - m. State-required new hire pamphlets
 - n. Other state or local documentation requirements
 - o. Any other material a new hire would find useful on the first day

- Conduct new hire orientation/onboarding process with the following steps:**
 - a. Review and discuss new hire paperwork
 - b. Schedule or conduct safety training
 - c. Provide tour and introductions with manager
 - d. Provide information on company logistics, including work station location, break rooms, and rest rooms
 - e. Provide instructions for phone and computer access
 - f. Sign agreements for security access and keys
 - g. Explain timekeeping requirements
 - h. Explain organization structure (provide organization chart and job description)
 - i. Discuss company mission, vision, values, and goals
 - j. Describe company products and services
 - k. Describe benefits of working at the company (employee benefits, job opportunities, etc.)

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- Process new hire paperwork as needed and update the human-resource information system.

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- Provide payroll with a copy of the employee's Form W-4, direct deposit information (if applicable), and other necessary information.
- Provide the new employee with a "welcome package," schedule a first-day lunch with manager or co-workers, and assign an onboarding "buddy" to help the new employee get acquainted with the company.

How EmPower HR Can Help

EmPower HR offers a variety of human resource services tailored to your business needs. Let us handle the HR administrative tasks so you can focus on your business and employees.

Learn more at empowerhr.com

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